LONDON, Small-pox hospital
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RULES AND ORDERS

OF THE

HOSPITALS

FOR THE

SMALL-POX AND INOCULATION,

St. PANCRAS, MIDDLESEX.

Instituted the 26th September 1746.

1796.

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HOSPITALS

FOR THE

SMALL-POX AND INOCULATION.

RULES AND ORDERS.

I.

THAT the joint Eſtabliſhment of theſe Hoſpitals ſhall conſiſt of a Patron, Preſident, ſix Vice-Preſidents, a Treaſurer, Governors, Phyſician, Secretary, Apothecaries, Matron, and ſuch Nurſes and Servants as ſhall be found to be neceſſary.

2. THAT a donation of Thirty Guineas ſhall conſtitute the donor a Governor for life; and Five Guineas yearly, an annual Governor during ſuch ſubſcription.

3. THAT a double annual ſubſcription ſhall entitle the ſubſcriber to a double privilege in all reſpects, except voting.

4. THAT immediately on the expiration of the firſt or ſecond annual ſubſcription, the ſubſcriber may become a Governor for life, by making up the whole a benefaction of Thirty Guineas.

5. THAT the firſt annual ſubſcription be received as from the next enſuing quarter day; but all the privileges, except voting, immediately commence.

6. THAT all the privileges of a Governor for life commence immediately upon the payment, or completion, of the above qualification of Thirty Guineas, or upwards.

7. THAT every Governor may recommend one Patient to the Hoſpital for Inoculation every twenty-one days; and alſo have one Patient in the Hoſpital for the natural ſmall-pox at the ſame time: and may authoriſe any perſon to ſign recommendations for him, by ſending an order in writing to the Hoſpitals.

8. THAT all ſums under Five Guineas be received as donations only, without giving any privilege to the contributor.

GENERAL-COURTS.

9. THAT two Half yearly General Courts ſhall be ordered by the Houſe Committee to be ſummoned by letter and advertiſement to meet at ſuch place and time as they think proper, *viz.* one between Lady-day and Midſummer, and the other between Michaelmas and Chriſtmas, for the purpoſe of receiving a report from the ſaid Committee of their tranſactions ſince the preceding Court; to elect honorary Governors for life; to make any new, or annul, or alter, any former rules or orders; to tranſact, order, and direct ſuch other affairs as ſhall then be taken into conſideration; and to exerciſe full power and control over all the affairs and property of this Inſtitution.

10. THAT nine Governors preſent ſhall conſti-

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tute a Court, and proceed upon buſineſs: That the Preſident, in his abſence either of the Vice-Preſidents, in their abſence the Treaſurer, in his abſence the Chairman of the Houſe Committee, and in his abſence ſuch perſon as the Governors preſent chooſe, ſhall take the Chair.

11. That at the Half-yearly General Court between Lady-day and Midſummer, all the Officers of this Inſtitution ſhall be elected, together with a Houſe-Committee of thirteen Governors and a Committee of ſeven Auditors for the year enſuing.

12. That no Rule or Order, or any alteration or repeal of any Rule or Order, ſhall have effect until confirmed by a ſubſequent Court.

13. That if any diſpute or difference ariſe on any queſtion at any Court or Committee, it ſhall be fairly ſtated by the Chairman, and determined by the holding up of hands, or by diviſion, if the Chairman or any Governor preſent deſire the ſame.

14. That the Chairman ſhall, in caſe of an equality of votes, have the caſting vote, beſides his own vote as a Governor.

15. That the Preſident, or any one of the Vice-Preſidents, or the Treaſurer, by order in writing under their hands addreſſed to the Secretary; or the Houſe Committee by reſolution entered on their minutes; have power to call an Extraordinary General Court.

16. That nine Governors, by requiſition in writing under their hands addreſſed to and ſerved upon the Preſident, or either of the Vice-Preſidents,

or upon the Treaſurer, alſo have power to call an Extraordinary General Court.

17. That the officer receiving ſuch requiſition ſhall forthwith indorſe the ſame to the Secretary, with his order in writing to ſummon and advertiſe ſuch Court, to be holden not within ten days nor exceeding twenty-one days from the receipt of ſuch requiſition.

18. That all requiſitions, and the ſummonſes and advertiſements conſequent thereto, ſhall expreſs the reaſon for calling ſuch Extraordinary Court; and, after reading the minutes of the laſt Court, the ſubject of the requiſition be determined before any other buſineſs is propoſed.

19. That the minutes of the proceedings at all General Courts and Committees be read over before the ſame are adjourned, and ſigned by the Chairman.

ELECTIONS.

20. That all Elections ſhall be determined at a General Court either by ſhew of hands or by diviſion, unleſs five Governors then preſent deliver in their names in writing to the Chairman, demanding a ballot; and in that caſe ſuch Election ſhall be determined by ballot, to commence immediately, and finally cloſe at the expiration of one hour after the firſt ballot-paper ſhall be received; and four Scrutineers ſhall be then choſen to mark and file the ſame: and that this Rule be

inſerted

inſerted at the foot of every ſummons for any Election.

21. That all Governors being Members of either Houſe of Parliament, and all Governeſſes, ſhall be at liberty to vote at Elections by ballot, by their proxy in writing under their hands addreſſed to any Governor preſent.

22. That any perſon becoming a Governor or Governeſs for life before the chair is taken, ſhall be entitled to vote.

23. That no new Annual Governor be entitled to vote, unleſs his or her ſubſcription ſhall have been paid full ſix calendar months before the day of ſuch Election.

HOUSE-COMMITTEE.

24. That the Governors choſen to compoſe a Houſe Committee for conducting the affairs of this Inſtitution, meet on the firſt Thurſday in every month, at the Hoſpitals, and at any other time and place to which they may adjourn.

25. That if any alteration be made in their uſual time or place of meeting, it ſhall be made known by advertiſement in ſome of the daily Papers.

26. That at their firſt meeting after the General Court at which they ſhall have been choſen, they ſhall elect from among themſelves a Chairman for the enſuing year; and in his abſence they ſhall be at liberty to chooſe any other Governor to be Chairman at any meeting.

27. That any three Governors preſent at the time and place appointed for the meeting of ſuch Committee, conſtitute a quorum, and proceed upon buſineſs.

28. That the ſaid Houſe Committee ſhall have the overſight and direction of all the official and domeſtic affairs and concerns of the Inſtitution; call the Half-yearly or any Special General Courts; inſpect all the receipt of monies, and order all payments; direct the purchaſe, acceptance, ſale, transfer, and alteration of all ſtocks in the public funds belonging to the Inſtitution; contract for, order, and examine every thing neceſſary relative to repairs, improvements, conveniences, furniture, effects, diet, and proviſions; and direct the hiring and diſcharging of the Nurſes and Servants, and all other matters belonging to this Inſtitution.

29. That they ſhall have power to receive the reſignations of officers.

30. That on every vacancy in the offices of Patron, Preſident, Vice-Preſidents, or Treaſurer, the Houſe Committee ſhall forthwith conſider of a proper perſon to be recommended to a General Court to ſupply ſuch vacancy; and call a Special General Court for ſuch election, or defer the ſame to the next Half-yearly Court, as they may think fit.

31. That the ſaid Committee ſhall inquire into the conduct of the Officers, Servants, and Patients; and, ſeven Governors being preſent,

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have power to ſuſpend the Phyſician, Secretary, Apothecaries, or Matron, for miſconduct or neglect in the diſcharge of their duty, until the ſenſe of a General Court ſhall be known.

32. That, upon reſignation, diſmiſſion, or death of any ſuch laſt-mentioned Officers, the Committee ſhall forthwith, if they ſee occaſion, procure and appoint ſome proper perſon to ſupply ſuch vacancy until a ſucceſſor be duly elected; and forthwith notify ſuch vacancy by public advertiſement, ſpecifying a time and place within one month from that event, when they will meet to examine the qualifications of candidates; and upon ſuch examination, order a General Court to be ſummoned to meet within a month, to receive their report, and proceed to the election of a ſucceſſor: the ſummons to be iſſued a fortnight at leaſt before ſuch Court.

33. That at every Half-yearly General Court, the ſaid Committee ſhall preſent a report in writing of their tranſactions ſince the laſt Half-yearly General Court: and in their report previous to the Half-yearly Court to be held between Lady-day and Midſummer, ſhall recommend thirteen Governors to form a Houſe Committee, and ſeven Governors to be Auditors of Accounts for the year enſuing.

COMMITTEE OF ACCOUNTS.

34. That the ſeven Auditors choſen to be of the Committee of Accounts, two of whom, or any

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two Governors, being preſent, ſhall be ſufficient to proceed upon buſineſs; meet at ſuch time and place as the Houſe Committee from time to time requeſt; examine all bills, and compare the ſame with the check-books kept at the Hoſpital, and all other debts and demands upon the Inſtitution then laid before them; and under-ſign their allowance thereof, and report the reſpective amounts at the next meeting of the Houſe Committee.

35. That all Committees be open to every Governor.

36. That no Governor be preſent at any General Court or Committee while any concern of his ſhall be under conſideration.

ANNIVERSARY.

37. That a day be appointed by the Houſe Committee for an Anniverſary Dinner of the Governors and Friends of this Inſtitution; when a printed account of the ſtate of the Hoſpitals, and a general account of the receipts and payments for the year paſt, with a liſt of the Governors, ſhall be laid before them; and that a proper number of Stewards be ſolicited for the occaſion.

TREASURER.

38. That the Treaſurer inſpect the accounts, receive all monies for the uſe of the Inſtitution, pay what is requeſted by the Houſe Committee, and prepare a general account, to be printed annually, declaring the balance. All accounts at the Bankers

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to be appointed by the Houſe Committee, ſhall be kept in the name of the Inſtitution, and the drafts on them ſigned by the Treaſurer.

PHYSICIAN.

39. That the Phyſician ſhall be a Fellow or Licentiate of the Royal College, London, and attend daily at theſe Hoſpitals; preſcribe, inoculate, examine and give ſuch orders concerning the Patients, as to their medicines, diet, &c. &c. as he ſhall think fit: and take the general overſight and direction of the family: and in caſe of his reſignation, notify the ſame to the Houſe Committee two months previous thereto.

SECRETARY.

40. That the Secretary ſhall upon his entrance into office propoſe two ſecurities, to the ſatisfaction of the Houſe Committee, to be joined with him in a bond to the Treaſurer in the penalty of two hundred pounds for his fidelity. He ſhall receive donations, and ſubſcriptions, and enter them in the Hoſpital books, and pay the ſame weekly, in the names of the donors, to the Treaſurer or one of the bankers;—ſummon and advertiſe the meeting of all Courts and Committees, attend the ſame, and enter their minutes: keep the accounts of the Inſtitution fairly and clearly;—and ſuffer all the books to be open for inſpection of any Governor.

41. That he ſhall cauſe the bankers' books, and the requiſite books and papers, to be laid be-

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fore all Courts and Committees; perform ſuch other buſineſs as ſhall be neceſſary, and as uſually belongs to his office: and in caſe of his reſignation, notify the ſame to the Houſe Committee two months previous thereto.

APOTHECARIES.

42. That there ſhall be two Apothecaries; one to reſide in each Hoſpital, who ſhall be ſingle men, and not practiſe as ſurgeon or apothecary, or carry on any other buſineſs elſewhere. That upon entrance into office, they ſhall each propoſe, to the ſatisfaction of the Houſe Committee, two Securities to be joined with them in a bond to the Treaſurer, in the penalty of one hundred pounds for their fidelity; and make out and ſign Inventories of all Effects belonging to the Inſtitution committed to their care.

43. They ſhall not abſent themſelves both at the ſame time, nor ſleep out of the Hoſpital without leave of the Houſe Committee or Phyſician.

44. They ſhall receive, without delay, unleſs there be ſome objection, the Patients recommended to their reſpective departments by any Governor, and acquaint him in caſe of rejection; and upon admiſſion, receive and give receipts for the depoſit money, and all other monies and clothes brought with them, and keep correct accounts thereof, and accurate regiſters of their names, admiſſion, diſcharge, &c; viſit them at all hours when neceſſary; make

make up and adminiſter all medicines; attend the Phyſician when required; and punctually, carefully, and faithfully obſerve his orders:—That they diſcharge ſuch Patients as are deemed fit before one o'clock in the afternoon, and at ſuch time, or within two months after, return their money and clothes, on production of the receipt, unleſs the whole or any part ſhall have been forfeited for any breach of the Rules and Orders of the Hoſpitals; at the ſame time, delivering to them a letter to the Governor who recommended them, and a proper note to return thanks at their place of public worſhip: And in caſe of death, give immediate notice to their friends, and return the money and clothes to them on production of the receipt, unleſs the burial ſhall be performed at the expence of the Inſtitution.

45. That they ſhall aſſiſt the Matron in examining and weighing proviſions, and all other articles ordered by the Houſe Committee; keep correct accounts thereof, and compare them with the bills delivered by the tradeſmen, and lay the ſame before the Houſe Committee and Committee of Accounts.

46. They ſhall attend all Committees, and Courts if required, and introduce all Patients able to appear to the Committee, to be examined as to the treatment they ſhall have received:—and generally ſhall obſerve, and ſee that all others dependent upon the Inſtitution, in their reſpective departments obſerve, the Rules and Orders made by any General Court or Committee; and in caſe of

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reſignation, notify the ſame to the Houſe Committee two months previous thereto.

MATRON.

47. That ſhe be a ſingle woman, and reſide in the Hoſpitals; and, upon her entrance into office, ſhall propoſe two Securities to the ſatisfaction of the Houſe Committee, to be joined with her in a Bond to the Treaſurer in the penalty of one hundred pounds for her fidelity, and ſign an Inventory of all Effects committed to her care.

48. She ſhall take the charge of the whole family, hire and diſmiſs the Nurſes and Servants under the ſanction of the Houſe Committee; attend tend any of the Patients when requiſite; ſee every night that the Patients and Servants are in bed at a proper time; keep all keys, and lock all doors, from eight in the evening till ſeven in the morning from Michaelmas to Lady-day, and from ten in the evening till ſix in the morning from Lady-day to Michaelmas, unleſs on any extraordinary occaſion, admitting any reſident Officer or Servant before eleven at night, and not afterwards; attend the Committees, lay before them a liſt of the Supplies neceſſary, and communicate the conduct of the Patients, Nurſes, and Servants; examine and weigh all Proviſions and Articles ordered by them, and ſee that nothing is waſted or embezzled.

49. That ſhe ſhall not abſent herſelf from the Hoſpitals during the abſence of either of the Apothecaries,

thecaries, or ever paſs a night out of the houſe without leave of the Houſe Committee or Phyſician; and generally ſhall obſerve, and ſee that all others dependent upon the Inſtitution within either Hoſpital, obſerve, the Rules and Orders made by any General Court or Committee; and, in caſe of reſignation, notify the ſame to the Houſe Committee two months previous thereto.

50. That all the Officers, Nurſes, and Servants of this Inſtitution ſhall be ſubject to ſuch rules for the management thereof, as may from time to time be found neceſſary.

51. That no Officer, Nurſe, Servant, or other perſon belonging to this Inſtitution, ſhall receive any gratuity, preſent, or acknowledgment, either in money, treats, in any manner whatſoever, from any of the Patients or their friends, or from any Tradeſman or other perſon, in reference to, or for any care, kindneſs, or other attention, or act done in the execution of his, her, or their office.

PATIENTS.

52. That every poor perſon, if five years old or upwards, labouring under the natural ſmall-pox, or deſirous of being inoculated, ſhall be deemed a proper object of this Charity.

53. That Patients taken with the ſmall-pox in the natural way, ſhall be admitted every day and at any hour, upon the recommendation of a Governor,

on depoſiting with the Apothecary one pound two ſhillings, as a ſecurity to the Hoſpital againſt funeral charges in caſe of death; but which will be returned to their friends, who remove the body in time; and in caſe of their recovery, will be returned to themſelves at their diſcharge, or within two months after, on producing the Apothecary's receipt, unleſs forfeited for breach of any of the Rules and Orders.

54. PATIENTS for Inoculation ſhall be admitted by any Governor's recommendation, every morning before Nine o'clock, on depoſiting Five ſhillings with the Apothecary; to be returned, unleſs forfeited for the cauſes above mentioned.

55. Children under five years old may be inoculated as Out-patients, provided they give proper attendance at the Hoſpital.

THOSE who chooſe to be Benefactors by their laſt will, are ſolicited to adhere to the following form:

I GIVE AND BEQUEATH *the ſum of £. to the Treaſurer or Treaſurers for the time being of the Hoſpitals for the Small Pox and Inoculation, to be applied towards carrying on the charitable deſigns of the ſaid Hoſpitals.*

N. B. Deviſing lands, leaſes, houſes or rents, or money or ſtocks to be laid out in land for the benefit of any Charity, is made void by the Statute of Mortmain.—9 *Geo.* 2. *c.* 36.

Yale Medical Library

Small pox
hospital